



Georgia Department of Early Care and Learning

Georgia Community-Based Child Care Resource and Referral Request for Proposal

February 2009



Georgia Department of Early Care and Learning

Sonny Perdue
Governor

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Holly A. Robinson, Ed.D.
Commissioner

2009-2010 Child Care Resource and Referral Request for Proposal (RFP)

Due Date: Wednesday, April 1, 2009 at 5:00 p.m. Eastern Standard Time

Bright from the Start: Georgia Department of Early Care and Learning (Bright from the Start) is the state agency charged with developing and maintaining a comprehensive system of early care and education. The Bright from the Start system includes the governance and maintenance of an infrastructure that continues to build the capacity of the state and its schools and communities to prepare children to succeed.

Bright from the Start's responsibilities include:

- Administering Georgia's Pre-K Program;
- Licensing and monitoring more than 3,000 child care learning centers and group day care homes;
- Registering and monitoring more than 5,000 family day care homes;
- Administering two federal nutrition programs: the Child and Adult Care Food Program and the Summer Food Service Program;
- Housing the Head Start State Collaboration Office;
- Funding and partnering with the Child Care Resource and Referral agencies;
- Collaborating to blend federal, state, and private monies to enhance early care and education;
- Administering the federal Even Start dollars to promote family literacy; and
- Administering a portion of the federal Child Care and Development Fund to increase the availability, affordability, and quality of early childhood care and school age care services.

The activities of Bright from the Start are guided by the following vision and mission.

Vision

Bright from the Start: Georgia Department of Early Care and Learning will increase the number of Georgia's children and families who have access to quality early care and learning programs.

More of Georgia's early care and learning programs will achieve and maintain higher, measurable, research-based standards.

Mission

Bright from the Start: Georgia Department of Early Care and Learning delivers exemplary early care and education programs that improve the quality of early learning experiences, increase school readiness and improve overall school performance.

Bright from the Start is seeking proposals from qualified agencies and organizations that wish to competitively bid to provide services in one or more of the six regions. Proposers must have the capacity to access the National Association of Child Care Resource and Referral Agency's (<http://www.naccrra.org>) NACCRAware database.

Interested applicants are invited to attend a Bidder's Conference on March 11, 2009 from 1:00-3:00 p.m. at the Georgia State University Best Practices training room located at 34 Peachtree Street, Suite 18, Atlanta, GA 30303, phone 404-651-3835.

Posted Date: February 26, 2009

Schedule of Events

Release of RFP	February 26, 2009
Bidder's Conference	March 11, 2009
Deadline to Receive Written Questions	March 18, 2009
Questions/Answers Posted on Website	March 25, 2009
Proposal Due Date	April 1, 2009
Proposal Review Committee Period	April 1 - April 29, 2009
Notice of Intent to Award	May 6, 2009
Contract Negotiation Period	May 7, 2009 - June 30, 2009
Contract Award	July 1, 2009

Source of Funding and Period of Availability: Funds will come from a portion of the federal Child Care and Development Funds (CCDF) (<http://www.acf.hhs.gov/programs/ccb/index.html>), CDFA # 93.575, and will be awarded for the contract period July 1, 2009 through June 30, 2010. The Department reserves the right to extend the contracts on an annual basis but no longer than June 30, 2012. Any contract extension will be contingent on funding and achievement of contract performance outcomes.

Estimated Available Funds: \$6 million

Estimated Number of Awards: Six

Estimated Range of Awards: \$750,000 - \$1.2 million excluding the mini grant funds to providers.

Application Deadline: To be considered, Bright from the Start must receive applications before 5:00 p.m. EST, Wednesday, April 1, 2009. Proposals must be submitted as four originals and three CD versions to the following address:

**Bright from the Start: Georgia Department of Early Care and Learning
Attn: CCR&R Proposal Selection Committee
10 Park Place South, Suite 200
Atlanta, GA 30303**

**2009-2010 Child Care Resource and Referral
Request for Proposal**

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Introduction

Bright from the Start: Georgia Department of Early Care and Learning (Bright from the Start) is committed to delivering exemplary early care and education programs that improve the quality of early learning experiences, increase school readiness and improve overall school performance.

Bright from the Start is soliciting proposals from entities throughout the state that will provide a network of support for parents and early care and education professionals at the local level and will assist Bright from the Start in fulfilling its vision of increasing “the number of Georgia’s children and families who have access to quality early care and learning programs...” The specific services and measurable outcomes that are being solicited through this Request for Proposal (RFP) are included in this document.

It is imperative that Bright from the Start targets resources and services to ensure that all Georgia’s children have access to quality care. Bright from the Start developed this six regional configuration using data on the number of providers, the percentage of providers meeting basic licensing requirements, and the number of providers with a national quality accreditation. It is the expectation that this six region configuration will allow Bright from the Start to work more closely with resource and referral agencies to improve data efficiency, to provide data that identify which services truly benefit children and families, and to target services based on regional needs.

As part of ongoing efforts to improve the quality of early care and learning for all children in Georgia and ensure that the public monies with which Bright from the Start has been entrusted are being allocated in the most effective ways, Bright from the Start has implemented two significant changes that will affect the CCR&Rs.

One change being made to the CCR&Rs is to revise the current CCR&R regions to align more closely with Bright from the Start Child Care Services regions. Currently, the state is divided into 14 CCR&R regions, a configuration that has been in effect for 15 years. The current 14 CCR&R regions will be consolidated into six effective July 1, 2009.

The consolidated regions will: 1) more equally balance the number of providers served by each resource and referral agency allowing for a consistency of services not in the current regional distribution; 2) provide better communication, coordination, and customer service between resource and referral staff and Bright from the Start; and 3) allow Bright from the Start management to more effectively support the resource and referral agencies to ensure that the services offered raise quality, positively impact children and families, and produce measureable outcomes that are consistent statewide.

Entities responding to this RFP should be aware that Bright from the Start has implemented a statewide call line for parent referrals. Parents in Georgia will be able to call one number to learn about child care resources in their area. It is anticipated that this change will be implemented no later than March 15, 2009. It is the expectation that local entities support this statewide call center by referring parents and providers to the contractor of these services.

Bright from the Start is seeking proposals that build on existing resources within each region, increase use of technology to more effectively provide services throughout the region and, through the use of home offices and other innovative strategies, significantly improve quality and access throughout each of the six regions. This approach correlates with the continued movement toward higher quality early learning, focused services, and resource alignment that is consistent with the vision and mission of Bright from the Start. In addition, in keeping with its quality improvement commitment, Bright from the Start expects that CCR&R staff will be highly qualified and committed to the provision of excellent, efficient and effective services. Please refer to page 20, *Contract Requirements, # 1, Personnel* for additional information.

Through the issuance of this Request for Proposal, Bright from the Start is seeking to raise the standards by which CCR&R agencies deliver services throughout the state of Georgia. At a minimum, CCR&Rs will be expected to:

- Improve the quality of child care through the provision of high-quality technical assistance and training to early childhood education and school age care professionals;
- Promote and support the system of early care and education and school age care through consumer education and outreach;
- Produce measurable outcomes that support and substantiate the quality improvement initiatives;
- Provide qualified staff committed to delivering effective and efficient services;
- Build on existing resources and systems services; and
- Support recommendations related to strengthening the system of quality child care and assist in ensuring that region-specific child care needs are accurately identified.

To build and support a statewide system of early care and education and school age care requires building and supporting individual programs and providers. Bright from the Start provides an infrastructure for professional development and technical assistance to support high quality, consistent service delivery across the state. Successful applicants will be expected to align the services funded through this RFP with The Georgia Early Care and Education Professional Development System (www.training.dec.state.ga.us).

The Georgia Early Care and Education Professional Development System promotes professional growth and development and supports nationally recognized standards of excellence for individuals in the early care and education field who work with children from birth through age five and in after-school care programs. Individual professional development is encouraged through:

- Beginning, intermediate, and advanced level training from state-approved and state-accepted sources;
- Educational achievements through technical colleges, colleges, and universities; and
- Experience in the early care and education field.

All professional development and training funded by Bright from the Start grants must be state approved or state accepted by the Georgia Child Care Training Approval System. Similarly, any training developed with funding from Bright from the Start must become state approved in accordance with the Georgia Child Care Training Approval System or must be developed under

the auspices of a state agency, college, university, the United States Department of Education, or certifying agency (e.g. become state accepted).. Please see page 20, *Contract Requirements, # 1, Personnel* for additional information.

Eligibility Requirements

Applicants submitting a proposal may be private for profit or non-profit organizations and agencies, or public entities.

Applicants must be able to provide services as described within this RFP in one or more of the defined regions as identified in *Attachment A - Child Care Resource and Referral Regional Map*. If an applicant is applying to serve more than one Child Care Resource and Referral region, separate applications must be submitted for each region.

Applicants must have a demonstrated ability to provide services to diverse populations in one or more regions.

Applicants must have a demonstrated ability to analyze and assess the specific needs of the service region and customize service delivery to meet the demands of the individual communities within the region.

Applicants must be capable of providing monthly reports to Bright from the Start to demonstrate progress on meeting the contract deliverables and to document expenses. Applicants must have sufficient cash flow to enter into a cost reimbursement contract and demonstrate financial stability. Applicant must submit the specified financial documents.

Applicants must have a demonstrate ability to satisfy all requirements as well as detail their plan to perform the required services.

Applicants must have the ability to procure NACCRAware within ten days of contract execution.

Definition of Terms

Administrative Home - refers to the agency or entity that applies for and receives a contract to administer the community-based Child Care Resource and Referral services in a specific region or regions.

Child Care - refers to early childhood and school age care offered in a variety of settings that are regulated, exempt from regulation, and unregulated/informal. These settings include child care learning centers, family child care homes, group child care homes, and community facilities.

Child Care Learning Center - refers to any place operated by a person, society, agency, corporation, institution or group wherein are received for pay for group care, for fewer than 24 hours per day without transfer of legal custody, 19 or more children under age 18 years of age and which is required to be licensed. Child care learning centers also includes day care centers

previously licensed by the Department of Human Resources and transferred pursuant to Code Section 20-1A-1 et seq.

Department - refers to Bright from the Start: Georgia Department of Early Care and Learning.

Family Day Care Home - refers to a private residence operated by any person who receives therein for pay for the supervision and care fewer than 24 hours per day, without transfer of legal custody, for three but not more than six children under 18 years of age who are not related to such persons and whose parents or guardians are not residents in the same private residence, as prescribed by the Child Care Services Division, Bright from the Start: Georgia Department of Early Care and Learning.

Group Day Care Home - refers to any place operated by a person who receives therein for pay for the supervision and care fewer than 24 hours per day, without transfer of legal custody, for seven but not more than 18 children under 18 years of age, as prescribed by the Child Care Services Division, Bright from the Start: Georgia Department of Early Care and Learning.

Inclusion - refers to the right of all children, regardless of their diverse abilities, to participate actively in natural settings within their communities. A natural setting is one in which the child would spend time had he or she not had a disability.¹ Such settings include early care and education and school age care programs. An inclusive child care program is one that includes children with special needs into daily activities in their natural environments.

Informal Child Care Provider - refers to relatives or non-relatives who provide child care services for less than 24 hours a day, without transfer of legal custody. They are referred to as “informal providers” or “family, friend and neighbor providers” because they care for a strictly limited number of children for pay and are not legally required to be licensed or registered by the state. There are two types of informal providers:

1. Relative providers are the child(ren)’s aunts, uncles, grandparents, great-grandparents or adult siblings who enroll with a county Department of Family and Children Services (DFCS) to care for up to six related children and who receive subsidy payments from DFCS on behalf of the child(ren) for delivering child care services. DFCS policies permit the relative providers to furnish the child care services in the child’s home or in the relative’s home.
2. Non-relative providers are child care providers (friends, neighbors, cousins, etc.) who enroll with a county Department of Family and Children Services (DFCS) to care for one or two child(ren) and who receive subsidy payments from DFCS on behalf of the child(ren) for delivering child care services. DFCS policies permit the non-relative providers to deliver the child care services only in the provider’s home (not the child’s home).

NACCRA - refers to the National Association of Child Care Resource and Referral Agencies (<http://www.naccrra.org/>).

¹ Definition from the Council for Exceptional Children, Division of Early Childhood, April 1993, and endorsed by the National Association for the Education of Young Children, November 1983, www.naeyc.org/about/positions/pdf/PSINC98.PDF

NACCRAware - refers to NACCRA's web-based information management software. Through online referral tracking system, NACCRAware has enabled CCR&Rs to collect, report, and distribute complete and accurate information in an efficient, meaningful, and cost-effective manner (<http://www.naccrra.org/nds>).

Provider - refers to staff working in Child Care Learning Centers, Group Day Care Homes, Family Child Care Homes, School-Age Centers and Informal Providers. In general, providers are the teachers, assistant teachers, directors, resource coordinators, etc. who work in child care programs providing direct services to children and families.

Region - refers to the geographic area assigned to each Child Care Resource and Referral agency. The regions are shown in the following chart and on the map included in this RFP as *Attachment A - Child Care Resource and Referral Regional Map*.

CHILD CARE RESOURCE AND REFERRAL AGENCY STATEWIDE REGIONAL MAP		
Region No.	Name	Counties Served
1	Child Care Resource and Referral North Region	Bartow, Carroll, Catoosa, Chattooga, Cherokee, Cobb, Dade, Dawson, Douglas, Fannin, Floyd, Forsyth, Gilmer, Gordon, Habersham, Haralson, Lumpkin, Murray, Paulding, Pickens, Polk, Rabun, Walker, Whitfield, Towns, White, Union
2	Child Care Resource and Referral Metro Region	DeKalb, Fulton
3	Child Care Resource and Referral Central Region	Baldwin, Bibb, Butts, Clayton, Fayette, Greene, Hancock, Henry, Jasper, Jefferson, Jones, Monroe, Putnam, Twiggs, Wilkinson, Newton, , Rockdale, Coweta, Heard, Lamar, Pike, Spalding, Glascock, McDuffie, Taliaferro, Warren, Washington
4	Child Care Resource and Referral Southwest Region	Atkinson, Baker, Ben Hill, Berrien, Bleckley, Brooks, Calhoun Chattahoochee, Clay, Coffee, Colquitt, Cook, Crawford, Crisp, Decatur, Dodge, Dooly, Dougherty, Early, Grady, Harris, Houston, Irwin, Lanier, Lee, Lowndes, Macon, Marion, Meriwether, Miller, Mitchell, Muscogee, Peach, Pulaski, Quitman, Randolph, Schley, Seminole, Stewart, Sumter, Talbot, Taylor, Telfair, Terrell, Thomas, Tift, Troup, Turner, Upson, Webster, Wilcox, Worth
5	Child Care Resource and Referral Southeast Region	Appling, Bacon, Brantley, Bryan, Bulloch, Burke, Camden, Candler, Chatham, Charlton, Clinch, Columbia, Echols, Effingham, Emanuel, Evans, Glynn, Jeff Davis, Jenkins, Johnson, Laurens, Liberty, Long, McIntosh, Montgomery, Pierce, Richmond, Screven, Ware, Tattnall, Toombs, Treutlen, Wayne, Wheeler
6	Child Care Resource and Referral East Region	Banks, Barrow, Clarke, Elbert, Franklin, Gwinnett, Hall, Hart, Jackson, Lincoln, Madison, Morgan, Oconee, Oglethorpe, Stephens, Walton, Wilkes

RFP - Request for Proposals

School-Age Center - refers to a child care learning center, or part thereof with separate physical facilities and a separate license, which provides for day-time care exclusively to school-age children before and/or after the normal school day. Such programs may operate a full-day program solely for the school-age children enrolled in the program during the regular school year during those periods when school is not in session.

School-Age Children - refers to children who are at least five years old by the first of September of the current school year and who are eligible to attend public school.

General Proposal Guidelines and Notices

The proposal deadline is Wednesday, April 1, 2009 at 5:00 p.m. Proposals that arrive after the deadline (even a few minutes late) will not be considered for funding. **No exceptions will be made.** Proposals should be mailed or hand delivered to:

**Bright from the Start: Georgia Department of Early Care and Learning
10 Park Place South, Suite 200
Atlanta, GA 30303
Attention: CCR&R Proposal Selections Committee**

1. Interested applicants are invited to attend a **Bidder's Conference** on Wednesday, March 11, 2009 from 1:00-3:00 p.m. at the Georgia State University Best Practices training room located at 34 Peachtree Street, Suite 18, Atlanta, GA 30303, phone 404-651-3835. Applicants are **not required** to attend the Bidder's Conference in order to submit a proposal. The Department will post on its website a document containing the questions and answers from the bidder's workshop.
2. Applicants have the option of downloading the Request for Proposal from the Bright from the Start website (www.decal.ga.gov). Any rewording, editing, or reformatting of the Request for Proposal could result in disqualification from the selection process.
3. If an applicant is applying to serve more than one Child Care Resource and Referral region, separate applications must be submitted for each region.
4. Applicants are strongly encouraged to be brief and clear in presenting the information requested. Applicants should assume that the readers are completely unfamiliar with the proposed project.
5. If the project presented in the proposal is dependent upon collaboration with another organization, a letter of agreement must exist between the organizations and must be included in the appendices.

6. Bright from the Start: Georgia Department of Early Care and Learning does not endorse the practice of paying someone outside of your organization to write your proposal. Bright from the Start will not be able to assist you in actions against such consultants if you are unsatisfied with their work or the outcome of your proposal.
7. Proposals that are faxed or e-mailed will **not** be considered for funding.
8. The **four originals and three CD versions of the completed proposal** must be submitted. Maintain one complete copy for your agency.
9. Use **only binder clips** to secure each copy of the proposal. Do not submit the proposals with staples or paper clips or proposals in notebooks or file folders.
10. Once Bright from the Start: Georgia Department of Early Care and Learning receives the proposal, no changes, corrections, additions, or subtractions can be made to the proposal.
11. Proposals, appendices, and other supporting documents submitted become the property of Bright from the Start: Georgia Department of Early Care and Learning and become public information.
12. Bright from the Start reserves the right to request any additional information it finds necessary to completely evaluate your proposal.
13. Applicants could be offered a contract for less money than requested or not funded at all.
14. Grantees will enter into a contract with Bright from the Start. **The contract period is from July 1, 2009 to June 30, 2010.** The contract will include the proposal submitted to Bright from the Start. The grantee will be responsible for conducting the activities and adhering to the budget in the proposal. The grantee will also be responsible for meeting the contract requirements, goals, and other requirements listed in this Request for Proposal. Bright from the Start, at its sole discretion, **may extend the contract for two additional one-year periods (July 1, 2010 - June 30, 2011 and July 2, 2011 – June 30, 2012)** and add additional funds to support continuation of the initiative. When determining whether to offer a contract extension, Bright from the Start will review performance and consider available funds.
15. Grant awards will be “cost reimbursement” which means that Bright from the Start repays the grantees for the approved expenses they incur during the contract period. Therefore, **applicants must have sufficient cash flow to enter into a cost reimbursement contract.** As services are provided, the program will be reimbursed each month after reporting the progress to Bright from the Start and thoroughly documenting that the expenses have been incurred and that the debts have been settled. Expenses incurred before the effective date of the contract or after the termination date are not reimbursable. Expenses reimbursed through the contract with Bright from the Start cannot be reimbursed or claimed from any other funding source.

16. Applicants must have the capability to maintain accounting systems that provide for accurate, current and complete disclosure of all financial transactions associated with the grant funds. These accounting systems must have the capacity to track and record all funds related to this specific proposed initiative separately identifiable from other revenues and expenses of the organization.
17. All funding decisions are final. No appeals will be considered.

All questions relating to this RFP must be submitted in writing no later than March 18, 2009 to Renee Spence, CCR&R Coordinator, 10 Park Place, Suite 200, Atlanta, Georgia 30303 or Renee.Spence@dec.al.ga.gov. Questions will be answered in writing and posted on the Department's website.

Description of Community-Based Child Care Resource and Referral Services

Bright from the Start: Georgia Department of Early Care and Learning (Bright from the Start) is soliciting proposals from agencies or organizations to provide regional community-based Child Care Resource and Referral (CCR&R) services in one or more of the six designated regions for a 12-month period commencing on July 1, 2009 and ending June 30, 2010. Bright from the Start, at its sole discretion, may renew the contract with the successful agency.

The current Child Care Resource and Referral regions are listed in the "Definitions" section of this RFP and displayed in *Attachment A - Child Care Resource & Referral Regional Map*. **Proposals are solicited to serve all CCR&R regions in the state.**

Bright from the Start: Georgia Department of Early Care and Learning's is committed to achieving the following goals as outlined in the Balanced Scorecard (BSC):

Goal #	Balanced Scorecard Goal	Area
1.	Increase quality early learning and development programs.	Quality - Technical Assistance
2.	Increase the number of credentialed provider staff by 10% by FY 2012.	Quality - Technical Assistance
3.	Increase the number of national accreditations (designations of quality) in child care settings by 10% by FY 2012.	Quality - Technical Assistance
4.	Increase the number of children participating in Georgia's Pre-K program.	Quality - Technical Assistance
5.	Lower health and safety violations in child care settings by 15% by FY 2012.	Provider Services
6.	Increase the number of communications to providers and parents.	Communication
7.	Increase fact-based reporting from outcomes data and customer service feedback.	Data Collection and Reporting

8.	Increase provider, parent and stakeholder feedback scores by 10% by FY2012.	Data Collection and Reporting
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There are five core components that that will lead to the achievement of these goals: **(1) Technical Assistance, (2) Training, (3) Consumer Education, Referral and Outreach, (4) Marketing and Outreach and (5) Data Collection and Reporting.** All regionally-based Child Care Resource and Referral agencies are expected to operate and deliver comprehensive services that feed into the core components, achieve measurable outcomes and further the goals of the agency.

The services delivered under these core components are complimentary and, in some instances, may overlap; however the expectations and required outcomes associated with each are distinct and specific.

Applicants must ensure that the minimum levels of service as outlined in numbers 1-3 below and currently provided statewide are met. At a minimum, applicants should have the capacity within their respective region to: improve the quality of child care through the provision of high-quality technical assistance and training to early child care and education professionals and child care providers; promote and support the system of early care and education and school age care through consumer education, referral, marketing and outreach; and collect and analyze all data collected from program activities to support recommendations related to strengthening the system of quality child care and ensuring that region-specific child care needs are accurately identified.

These services should include, at a minimum, the services described below. Measurable outcomes for each of the services are included in the “Measurable Goals” section on page 13 of this RFP.

1. IMPROVE THE QUALITY OF CHILD CARE THROUGH THE PROVISION OF HIGH-QUALITY TECHNICAL ASSISTANCE AND TRAINING TO EARLY CHILD CARE AND EDUCATION PROFESSIONALS AND CHILD CARE PROVIDERS. The activities will include, at a minimum:

Technical Assistance

Technical assistance must be delivered by staff that meet specific educational requirements, as defined in Section V. Management of this document and must have documented expertise and experience delivering technical assistance.

- a. **Deliver on-site technical assistance to family and group day care homes and/or child care learning centers to assist the programs to achieve or maintain national accreditation.** Delivery of technical assistance will be limited to providers who meet or exceed basic licensing/regulatory standards and wish to pursue accreditation or re-accreditation.
- b. **Provide mini-grants to eligible child care programs participating in the quality improvement/technical assistance project.** Mini-grant funds up to a maximum of \$1,000 per provider may be used for one or more of the following purposes:

- i. For programs seeking national accreditation, the mini-grant funds may be used to purchase self-study materials, pay application/ self-assessment fees, and/or candidacy/site visit fees.
- ii. For programs already participating in a national accreditation process, equipment and materials required by the program to meet accreditation standards may be purchased. However, memberships to national accrediting organizations cannot be funded with the mini-grants.

Providers are required to apply for scholarships through the credentialing organization of choice, prior to requesting and receiving DECAL mini-grant funds.

- c. **Provide technical assistance to child care programs working to include children with special needs in the child care setting.**
- d. **Provide CDA advisement to a minimum of 30 eligible early care and education professionals.** Additional CDA advisement may be offered on fee-for-service basis.

Training

Training must be delivered by staff that meet specific educational requirements, as defined in Section V. Management of this document and must have documented expertise and experience delivering training.

- a. **Deliver training to help early care and education professionals meet accreditation standards.** Training that is more advanced or longer in duration such as Strengthening Families, Early Learning Standards, curriculum and assessment, national accreditation orientation and information sessions on going back to school.
- b. **Deliver free basic state-approved training for early care and education professionals and informal providers to help programs meet state regulatory requirements.** The content of these free training(s) should meet the basic licensing requirement for first year training in any of the following topics: disease control; cleanliness; basic hygiene; illness detection; illness disposition; injury prevention; and/or identifying, reporting and meeting the needs of abused, neglected or deprived children.
- c. **Offer cardiopulmonary resuscitation (CPR) and/or first aid training for early care and education professionals.** The first aid training must be conducted by certified or licensed health care professionals and must deal with the provision of emergency care to infants and children.
- d. **Offer training to build child care capacity within the region,** including the 40-hour director training, and, in conjunction with the department, the Registration Orientation Meetings. Bright from the start reserves the right to substitute training depending upon the demographics and needs of the region.

Inclusion

In partnership with Bright from the Start, CCR&Rs will have designated staff who will participate in developing and implementing an Inclusion Coordinator system within each region. CCR&Rs will work with the Department to develop the system, conduct planning, and provide day-to-day oversight of Inclusion Coordinators in home offices. As part of “Start-Up Planning” for inclusion services within the region, CCR&Rs, within six months of grant receipt are expected to:

- a. **Develop a resource directory of special education resources in the region.**
 - b. **Identify the Babies Can’t Wait and the local coordinators of the INDIVIDUALS WITH DISABILITIES EDUCATION ACT (IDEA), Office of Special Education and Rehabilitative Services, Title I, B Section 619 Preschool Grants services within the local communities.**
 - c. **Identify the number of children with disabilities in the region.**
 - d. **Identify and provide Bright from the Start the number of early care and education programs in the region serving children with disabilities.**
 - e. **Participate in planning and professional development activities as determined by Bright from the Start.**
2. **PROMOTES AND SUPPORTS THE SYSTEM OF EARLY CARE AND EDUCATION AND SCHOOL AGE CARE THROUGH CONSUMER EDUCATION, REFERRAL, OUTREACH AND MARKETING.** The activities will include, at a minimum:

Consumer Education, Referral, and Outreach

- a. **Link families seeking child care referrals to the statewide Child Care Parent Resource and Referral Center.** Provide NACCRRAware user access to the region’s data to the identified referral center representative. Statewide referral center staff will have user access to the CCR&R’s NACCRRAware data with the ability to enter parent information and provide child care referrals.
- b. **Promote the telephone numbers and web site of the statewide referral center.** Include information in consumer education materials, transfer callers to the center, and assist the statewide referral center provider in making their services known within the region.
- c. **Inform the public and providers about CCR&R services.** Market local and statewide CCR&R services- training, technical assistance, statewide parent referral center, etc. Update and maintain a regional CCR&R web site with appropriate links. Publish and distribute newsletters, using the template provided by Bright from the Start, for providers and families.

- d. Link providers, including informal providers, to the Child and Adult Care Food Program.** Assist in recruiting sites for the Summer Food Services Program.
- e. Collect and maintain current information relating to available community resources to share with providers, parents, and the public.** Coordinate with the statewide referral center and Bright from the Start as requested to share information.
- f. Publicize the state-approved and state-accepted trainings offered by the CCR&R in the Georgia Early Care and Education Training Calendar.**
- g. Offer parenting education and workshops to families in the region.** Distribute educational materials.
- h. Build understanding and knowledge of the importance of child care across diverse groups and to support community involvement in quality child care.**

Marketing & Promotion

- a. Coordinate with Bright from the Start to brand, market, and deliver services and to implement statewide initiatives.** Acknowledge Bright from the Start and the federal Child Care and Development Fund, as required, in publications and materials. All publications and materials funded through this contract must include specific information as provided by Bright from the Start and must be reviewed and approved by Bright from the Start prior to distribution by the CCR&Rs. All CCR&R facilities will be co-branded with signage promoting the partnership between Bright from the Start, as funder, and the CCR&R.
- b. Link early care and education professionals to institutions of higher education and other professional development opportunities.** Assist institutions in recruiting these professionals to institutions of higher education in local regions. Provide information on scholarships and grants such as HOPE, SCHOLARSHIPS and INCENTIVES.
- c. Assist the department in increasing the number of Pre-K providers in Pre-K targeted counties** by distributing brochures, identifying possible sites for Pre-K consultants to visit, providing demographic information to the department and Pre-K consultants, and advertising the application time frame and process.
- d. Promote the Georgia Early Care and Education Professional Development Registry** and assist providers with data entry so that changes in staff credentials can be tracked over time.
- e. Market inclusion services in the region; inform providers, families and others about inclusion services.**

3. COLLECTION AND ANALYSIS OF ALL DATA COLLECTED FROM PROJECT ACTIVITIES TO SUPPORT RECOMMENDATIONS RELATED TO STRENGTHENING THE SYSTEM OF QUALITY CHILD CARE. The activities will include, at a minimum:

Data Collection and Reporting

- a. Track and report statistics on the incremental improvements in quality achieved by programs participating in the CCR&R's accreditation technical assistance.**
- b. Track and report statistics on training and professional development including information on pre and post assessment of knowledge.**
- c. Collect, report, and distribute complete and accurate information on services provided consistent with NACCRRRA Quality Assurance criteria.** Use NACCRRRAware to track child care supply and demand in the region. Use Excel to track other services, such as technical assistance, coaching, and mentoring; and trainings.
- d. Obtain and report customer satisfaction data from individuals who receive training and child care programs that receive technical assistance.**
- e. Report to Bright from the Start.** Query specific information and produce reports as requested by Bright from the Start. Produce and submit monthly reports documenting progress towards meeting the agency's deliverables, meeting the contract budget and adhering to the contract with the department.

Measurable Goals

Successful applicants will document activities and submit monthly reports to Bright from the Start describing the CCR&R's services to deliver high-quality family-centered education and referral services to consumers; develop and maintain a computer database to collect, analyze and report data; build the supply of early care and education and school age care; improve the quality of child care; collaborate and develop partnerships. The CCR&R agency will be responsible for meeting all measurable goals. The CCR&R agency will be expected to document and report on the progress toward reaching the measurable goals outlined below. The CCR&R agency will be expected to attend at minimum, quarterly meetings to discuss progress and performance.

Please address these goals in your proposal when you respond to questions #4 and #5 on page 29.

A. IMPROVE THE QUALITY OF CHILD CARE THROUGH THE PROVISION OF HIGH-QUALITY TECHNICAL ASSISTANCE AND TRAINING TO EARLY CHILD CARE AND EDUCATION PROFESSIONALS AND CHILD CARE PROVIDERS.

Technical Assistance

Activity:

- 1. Deliver on-site technical assistance to family and group day care homes and/or child care learning centers to assist the programs to achieve or maintain national accreditation.** Programs recruited for this technical assistance should meet or exceed basic licensing/regulatory standards and wish to pursue accreditation or re-accreditation. Technical assistance must be delivered by staff that meet specific educational requirements, as defined in Section V - Management of this document and must have documented expertise and experience delivering technical assistance. Obtain and report customer satisfaction data from individuals who receive technical assistance.

Measurable Goal: Increase the number of nationally accredited programs by a minimum of 3% per year. Refer to the Table 1 below for region-specific goals.

Table 1			
Year One (July 1, 2009 - June 30, 2010)			
	Current Accreditations*	Targets	Anticipated Expirations (through 6/30/10)**
Region 1	64	66	24
Region 2	127	131	54
Region 3	48	49	19
Region 4	43	44	25
Region 5	47	48	23
Region 6	45	46	23
Total	374	385	168

* Current Accreditations: The baseline used to set target goals for achieving 10% increase in national accreditations by 2012, as per the Bright from the Start balanced scorecard goals.

**Anticipated Expirations: Number of accreditations projected to expire during the target period.

Measurable Goal: Technical assistance must be provided to a minimum number of providers in each region, as specific in the table below, who meet or exceed basic licensing/regulatory standards and are interested in improving quality.

Region	# of Providers
Region 1	121
Region 2	154
Region 3	111
Region 4	126
Region 5	126
Region 6	102
Total	740

Measurable Goal: A minimum of 80% of programs will improve quality as demonstrated by pre- and post-assessments using standardized instruments (i.e., *Assessment Profile*, *Infant/Toddler Environment Rating Scale-Revised*, *Early Childhood Environment Rating Scale-Revised*, or the *COA Standards for Quality School-Age Care*).

Activity:

2. **Provide mini-grants to eligible child care programs participating in the quality improvement/technical assistance project.** Mini-grant funds up to a maximum of \$1,000 per provider may be used for one or more of the following purposes. For programs seeking national accreditation, the mini-grant funds may be used to purchase self-study materials, pay application/ self-assessment fees, and/or candidacy/site visit fees. For programs already participating in a national accreditation process, equipment and materials required by the program to meet accreditation standards may be purchased. However, memberships to national accrediting organizations cannot be funded with the mini-grants.

Note: Providers are required to apply for scholarships through the credentialing organization of choice and submit written notification of approval or denial, prior to requesting or receiving DECAL mini-grant funds.

Measurable Goal: Increase the number of nationally accredited programs by 3% per year.

Measurable Goal: All providers (100%) who receive grant funds will apply for national accreditation or re-accreditation within 12 months of receiving funds and will have applied for scholarships with the accrediting institute.

Activity

3. **Provide technical assistance to child care programs working to include children with special needs in the child care setting.** CCR&Rs will work with the Department to develop the system, conduct planning, and provide day-to-day oversight of Inclusion Coordinators in home offices. As part of “Start-Up Planning” for inclusion services within the region, CCR&Rs, within six months of grant receipt are expected to:

- a) Develop a resource directory of special education resources in the region.
- b) Identify the Babies Can’t Wait and 619 Coordinators in the region.
- c) Identify the number of children with disabilities in the region.
- d) Identify the early care and education programs in the region serving children with disabilities.

Measurable Goal: In conjunction with Bright from the Start, 90% of the start-up planning tasks will be completed within six months of grant receipt.

Measurable Goal: A minimum of 80% of programs that receive off-site consultation will demonstrate increased knowledge of inclusive practices as documented by pre/post test self assessment of inclusive practices and a follow-up customer satisfaction survey develop by Bright from the Start.

Measurable Goal: A minimum of 80% of programs that receive technical assistance will improve inclusive practices as demonstrated by pre/post assessments using standardized instruments.

Measurable Goal: A minimum of 80% of training participants will demonstrate increased knowledge of inclusive practices through performance on pre/post tests.

Measurable Goal: A minimum of 80% of the strategies identified by the regional team plans will be implemented.

Activity

- 4. Provide CDA advisement to a minimum of 30 eligible early care and education professionals.** Additional CDA advisement may be offered on fee-for-service basis.

Measurable Goal: A minimum of 80% of early care and education professional who receive CDA advisement will receive CDA credential within nine months of advisement.

Training

Activity:

- 1. Deliver training to help early care and education professionals meet accreditation standards.** Training that is more advanced or longer in duration such as Strengthening Families, Early Learning Standards, curriculum and assessment, national accreditation orientation and information sessions on going back to school. Obtain and report customer satisfaction data from individuals who receive training.

Measurable Goal: Increase the number of nationally accredited programs by 3% per year.

Measurable Goal: A minimum of 80% of programs will improve quality as demonstrated by pre- and post-assessments using standardized instruments (i.e., *Assessment Profile*, *Infant/Toddler Environment Rating Scale-Revised*, *Early Childhood Environment Rating Scale-Revised*, or the *COA Standards for Quality School-Age Care*).

Activity

- 2. Deliver free basic state-approved training for early care and education professionals and informal providers to help programs meet state regulatory requirements.** The content of these free training(s) should meet the basic licensing requirement for first year training in any of the following topics: disease control; cleanliness; basic hygiene; illness detection; illness disposition; injury prevention; and/or identifying, reporting and meeting the needs of abused, neglected or deprived children.

Measurable Goal: A minimum of two free training sessions per month must be provided at various locations throughout the region to ensure access to providers across the region.

Measurable Goal: A minimum of 75% of the training attendees will demonstrate an increase in knowledge based on pre and post assessments.

Activity

3. **Offer cardiopulmonary resuscitation (CPR) and/or first aid training for early care and education professionals.** The first aid training must be conducted by certified or licensed health care professionals and must deal with the provision of emergency care to infants and children.

Measurable Goal: A minimum of 80% of the training attendees will complete the training and receive a certificate that includes the date of training attendance and the expiration date.

Activity:

4. **Offer training to build child care capacity within the region,** including the 40-hour director training, and, in conjunction with the department, the Registration Orientation Meetings. Bright from the start reserves the right to substitute training depending upon the demographics and needs of the region.

Measurable Goal: A minimum of one training per month must be provided at various locations throughout the region to ensure access to providers across the region.

Measurable Goal: A minimum of 80% of the training attendees will demonstrate an increase in knowledge based on pre and post assessments.

B. PROMOTES AND SUPPORTS THE SYSTEM OF EARLY CARE AND EDUCATION AND SCHOOL AGE CARE THROUGH CONSUMER EDUCATION, OUTREACH AND MARKETING. INCREASE THE NUMBER OF CHILDREN PARTICIPATING IN GEORGIA'S PRE-K PROGRAM.

Consumer Education and Outreach

Activity:

1. **Link families seeking child care referrals to the statewide Child Care Parent Resource and Referral Center.** Provide NACCRRAware user access to the region's data to the identified referral center representative. Statewide referral center staff will have user access to the CCR&R's NACCRRAware data with the ability to enter parent information and provide child care referrals.

Measurable Goal: Information in the NACCRRAware system is current and accurate as determined by statewide referral centers. The Department's goal is to have a 95% accuracy rate.

Activity:

2. **Inform the public and providers about CCR&R services.** Market local and statewide CCR&R services including: training, technical assistance, statewide parent referral center, and Child and Adult Care Food Program, etc. Update and maintain a regional CCR&R web site with appropriate links. Publish and distribute newsletters, using the template

provided by Bright from the Start, for providers and families.

Measurable Goal: Region-specific marketing plan that identifies measurable strategies which translate into services with specific measurable outcomes.

Activity:

- 3. Collect and maintain current information relating to available community resources to share with providers, parents, and the public.** Coordinate with the statewide referral center and Bright from the Start as requested to share information.

Measurable Goal: The statewide referral system has consistent, accurate and timely information on community resources and providers. The statewide referral system has checks and balances in call system as determined by call center representatives.

Activity:

- 4. Offer parenting education and workshops to families in the region.** Distribute educational materials.

Measurable Goal: A minimum of two parent education session will be held each month in various locations throughout the region.

Measurable Goal: Parent attendance and satisfaction with the training. Using the first quarter to develop baseline information on parent satisfaction, identify a goal of increased customer satisfaction.

Marketing & Promotion

Activity:

- 1. Coordinate with Bright from the Start to brand, market, and deliver services and to implement statewide initiatives.** Acknowledge Bright from the Start and the federal Child Care and Development Fund as required in publications and materials. Display signage that promotes and identifies Bright from the Start: Georgia Department of Early Care and Learning as an affiliate.

Measurable Goal: All publications and materials funded through this contract must include specific information as provided by Bright from the Start. These must be reviewed and approved by Bright from the Start prior to distribution by the CCR&Rs. All CCR&R facilities will be co-branded with signage promoting the partnership between Bright from the Start, as funder, and the CCR&R.

Activity:

- 2. Link early care and education professionals to institutions of higher education and other professional development opportunities.** Assist institutions in recruiting these professionals to institutions of higher education in local regions. Provide information on scholarships and grants such as HOPE, SCHOLARSHIPS and INCENTIVES. **Promote the Georgia Early Care and Education Professional Development Registry** and assist

providers with data entry so that changes in staff credentials can be tracked over time.

Measurable Goal: Identify individuals within the region that are interested in professional development and provide information and referrals to the Professional Development system and Scholarships and Incentives program.

Measurable Goal: Number of individuals within the region that are referred to the Professional Development system and Scholarships and Incentives program. (*This measure will be baseline for the first year.*)

Activity:

- 3. Assist the department in increasing the number of Pre-K providers in Pre-K targeted counties** by distributing brochures, identifying possible sites for Pre-K consultants to visit, providing demographic information to the department and Pre-K consultants, and advertising the application time frame and process.

Measurable Goal: Increase in the number of Pre-K applications from qualified providers in targeted areas identified by Bright from the Start.

C. COLLECTION AND ANALYSIS OF ALL DATA COLLECTED FROM PROJECT ACTIVITIES TO SUPPORT RECOMMENDATIONS RELATED TO STRENGTHENING THE SYSTEM OF QUALITY CHILD CARE INCLUDING:

- Tracking and reporting statistics on the incremental improvements in quality achieved by programs participating in the CCR&R's accreditation technical assistance.
- Tracking and reporting statistics on training and professional development including information on pre and post assessment of knowledge.

Activity:

- 1. Collect, report, and distribute complete and accurate information on services provided consistent with NACCRRRA Quality Assurance criteria.** Use NACCRRRAware to track child care supply and demand in the region. Use Excel to track other services, such as technical assistance, coaching, and mentoring; and trainings.

Measurable Goal: Submission of data and analysis with specific recommendations on how to refine system and programs to achieve goals including information on the status of professional development and other provider needs.

Activity:

- 2. Report to Bright from the Start.** Query specific information and produce reports as requested by Bright from the Start. Produce and submit monthly reports documenting progress towards meeting the agency's deliverables, meeting the contract budget and adhering to the contract with the department.

Measurable Goal: Documentation that all services have been delivered and performance has been achieved through the submission of monthly reports.

Contract Requirements

Funds for the CCR&R contract will come from a portion of the federal Child Care and Development Fund (CCDF) and will be awarded for contract period July 1, 2009 through June 30, 2010. Bright from the Start, at its sole discretion, may extend the contract for an additional one-year period (July 1, 2010 - June 30, 2011) and add additional funds to support continuation of the services. When determining whether to offer a contract extension, Bright from the Start will review performance and consider available funds.

As a condition of the contract, the organization/individual receiving federal CCD Funds agrees to administer the program in accordance with the CCDF requirements (<http://www.acf.hhs.gov/programs/ccb/law/finalrul/index.htm>) and all other applicable federal and state laws, regulations and provisions of the contract.

The term “Administrative Home” in this document refers to the agency or entity that applies for and receives a contract to administer the community-based CCR&R services in a specific region or regions.

An agency receiving a contract from Bright from the Start: Georgia Department of Early Care and Learning must provide, at a minimum, the following services. By submitting a CCR&R services proposal to Bright from the Start, the applicant agency agrees to meet the following provisions should a contract be awarded.

Personnel

1. The Administrative Home will implement and maintain standardized job descriptions, titles, roles, and responsibilities for all staff funded through Bright from the Start resource and referral contract. When **hiring staff**, all CCR&R Directors will use the qualifications provided by Bright from the Start as follows: CCR&R staff are required to hold a bachelors-level degrees in Early Childhood Education, Elementary Education, Special Education, Family and Consumer Science, or related field and have a minimum of one year of experience working in the child care field (example: classroom teacher, administrator, family day care home provider, trainer, technical assistance consultant, etc.). Inclusion Coordinators are required to hold a bachelors-level degree in Early Childhood Special Education or dual birth-five certification. A Master’s in Special Education or Early Childhood Special Education is preferred, a minimum of two years experience in an inclusive early childhood setting (child care, BCW, Pre-K). Proof of Master’s degree in a related field is acceptable.

The Bright from the Start CCR&R Program Coordinator or Statewide Inclusion Coordinator must approve all staff hired after the effective date of the contract. Approval must be received prior to an offer of employment.

2. The Administrative Home will comply with federal and state laws, rules and regulations, and Bright from the Start policies relative to nondiscrimination in employment practices because of political affiliation, religion, race, color, sex, handicap, age, or national origin.

Nondiscrimination in employment practice is applicable to employees, applicants for employment, promotions, demotions, dismissal, and other elements affecting employment/employees.

3. The Administrative Home will employ and maintain full time equivalent (FTE) staffing as defined by fiscal agent or Administrative Home for each staff member. :
4. The Administrative Home will ensure that a representative **from** the Administrative Home participates in quarterly meetings with the Bright from the Start Management.
5. The Administrative Home will ensure that each CCR&R staff person contracted by Bright from the Start participates in a minimum of two Bright from the Start initiated conference calls with 30-day advance notice during the contract year.
6. The Administrative Home will ensure that each CCR&R lead staff person participates in a Bright from the Start debriefing session that will include informational updates and future plans.

Physical Space

1. The Administrative Home will ensure that the home offices of all field staff/Consultants have at a minimum, networking PC and Internet access, telephone, fax, copier, printer and any other software necessary for ensuring the successful achievement of all goals and outcomes as defined in this RFP.
2. The Administrative Home will ensure that the CCR&R Agency installs and maintains approved signage for the CCR&R Agency at any physical location within 60 days of contract effective date. This signage must include the Bright from the Start logo.
3. The Administrative Home will ensure that the CCR&R Agency uses the Bright from the Start approved agency name on **all signage and printed communication**. CCR&R agencies will agree to drop any name extensions or variations of the approved name by July 1, 2009. All CCR&Rs will market and promote the approved agency name to increase public awareness.

Marketing

1. The Administrative Home will ensure that the CCR&R Agency uses the logo provided by Bright from the Start to promote branding across all CCR&Rs.
2. The Administrative Home will market the CCR&R services available at least once per quarter through their local media, newspaper, public service announcements, and/or other mechanisms.
3. The Administrative Home will ensure that the CCR&R Agency actively participates with Bright from the Start to develop and implement a cooperative advertisement campaign in the region.

4. The Administrative Home will ensure that the CCR&R Agency meets the federal regulations which require those receiving CCDF to recognize the support of the Child Care Development Funds and Bright from the Start on **all printed materials** related to the funded project, such as training announcements, training materials, etc. The following verbiage is recommended: "This project is funded (*or is funded in part*) by Bright from the Start: Georgia Department of Early Care and Learning using the federal Child Care and Development Funds." Bright from the Start reserves the right to approve materials printed using CCDF and contractors must obtain written approval from Bright from the Start before printing and distributing the documents.
5. The Administrative Home will ensure that the CCR&R Agency implements at least one marketing effort to ensure that all counties within the region are aware of the services between July 1, 2009 and June 30, 2010.
6. The Administrative Home will ensure that the CCR&R Agency implements at least one marketing effort to reach the region's identified underserved populations between July 1, 2009 and June 30, 2010.

Operational

1. The Administrative Home agrees that this CCR&R Agency Request for Proposal will become part of the contract and will remain in effect for the duration of the contract period.
2. The Administrative Home will ensure that proposed budget reflects operational costs to provide comprehensive child care resource and referral services.
3. The Administrative Home will ensure that the CCR&R Agency submits the required monthly and annual reports throughout the contract period by the established due date.
4. The Administrative Home will comply with federal and state laws, rules and regulations, and the Department's policy relative to nondiscrimination in client and client services practices because of political affiliation, religion, race, color, sex, handicap, age, or national origin. Neither shall any individual be excluded from participation in, denied the benefits of, or otherwise subjected to discrimination under any program or activity conducted or supported by Bright from the Start.
5. The Administrative Home will ensure that the CCR&R program uses the assigned name and the specific geographic location when marketing CCR&R services.
6. The Administrative Home will ensure that each CCR&R Agency recognizes and uses NACCRRAware as the standard software.
7. The Administrative Home will ensure that the CCR&R Agency services are provided at least eight hours per day, covering morning and afternoon hours, five days per week except on federal holidays.

8. The Administrative Home will ensure that the CCR&R Agency assesses the quantity and quality of early childhood and school age care services in all counties within the services delivery area.
9. The Administrative Home will ensure that the CCR&R Agency provides the following inclusion related responsibilities: day-to-day oversight of Inclusion Coordinators in home offices, develop individual professional plans, participate in monthly monitoring by Bright from the Start of inclusion activities; document performance indicators and other data collection activities in monthly report; and market inclusion services in the region.
10. The Administrative Home will ensure that the CCR&R Agency office will have telephone lines with voice mail and/or an answering machine within 30 days of the effective date of the contract. The Child Care Resource and Referral Agency must have a toll-free number to ensure that parents and providers may contact the CCR&R office without charge.
11. The Administrative Home will provide phone lines for each staff person that is funded with Bright from the Start funds at the CCR&R Agency within 30 days of the effective date of the contract.
12. The Administrative Home will provide networking PC and Internet access to each staff person that is funded with Bright from the Start funds at the CCR&R Agency within 30 days of the effective date of the contract. The Administrative Home will provide for a CCR&R website.
13. The Administrative Home will ensure that the CCR&R Agency office has e-mail accessibility within a maximum of 30 days of the effective date of the contract.
14. The Administrative Home agrees that the CCR&R Agency is an integral component of the early care and education system. As such, the agency, as part of a comprehensive statewide plan currently being developed, may be asked to provide additional services and/or participate in planning and coordination at the local and/or state level. Where additional cost is associated with these requests, additional funds will be provided.

Other Training and Staff Development Requirements

1. The Administrative Home will ensure that the CCR&R agency publishes in its newsletter, online Training Calendar, and/or in other publications identified by Bright from the Start a current schedule of the state-approved and state-accepted professional development training in the region.

Financial

1. The Administrative Home must have sufficient cash flow to enter into a cost reimbursement contract. As services are provided, the program will be reimbursed each month after reporting the progress to Bright from the Start and thoroughly documenting that the expenses have been incurred and that the debts have been settled. Expenses incurred before the

effective date of the contract or after the termination date are not reimbursable. Expenses reimbursed through the contract with Bright from the Start cannot be reimbursed or claimed from any other funding source. Special one-time funds may require special tracking and/or accounting codes.

2. The Administrative Home must have the capability to maintain accounting systems that provide for accurate, current and complete disclosure of all financial transactions associated with the grant funds. These accounting systems must have the capacity to track and record all funds related to this specific proposed initiative separately identifiable from other revenues and expenses of the organization.
3. Any expenses incurred by the Administrative Home or the CCR&R agency prior to the effective date of the contract are the responsibility of the applicant.
4. The Administrative Home will enter a 12-month contract from July 1, 2009 - June 30, 2010. Bright from the Start, at its sole discretion, may extend the contract for an additional one-year period (July 1, 2010 - June 30, 2011) and add additional funds to support continuation of the services. When determining whether to offer a contract extension, Bright from the Start will review performance and consider available funds.
5. The Administrative Home will ensure that an accurate account of all expenditures is maintained and available for presentation to Bright from the Start or its representatives at any given time.
6. Each Administrative Home is responsible for following the federal cost principles for determining allowable costs for their contract. The following list should be used as a guideline:
 - a. OMB Circular A-87 for contracts with state and local governments
 - b. OMB Circular A-21 for contracts with educational institutions
 - c. OMB Circular A-122 for contracts with nonprofit organizations
 - d. 45 CFR Part 74 Appendix E for research and development contracts with hospitals
 - e. 48 CFR Part 31.2 for contracts with commercial organizations
7. The Administrative Home agrees to comply with federal and state audit requirements.
 - a. States, local governments and non-profit organizations that expend \$500,000 or more in federal funds during their fiscal year agree to have a single entity-wide audit conducted for that year in accordance with the provisions of the Single Audit Act Amendments of 1996 (Public Law 104-156) and their implementing regulation OMB Circular A-133 entitled "Audits of States, Local Governments and Nonprofit Organizations."
 - b. State, local governments and non-profit organizations expending \$100,000 or more in state funds during their fiscal year agree to have an entity-wide audit conducted for that year in accordance with Generally Accepted Auditing Standards.

Proposal Selections Committee Process

Bright from the Start uses a selections committee process to ensure that all proposals are considered fairly and impartially. The process is competitive and some proposals may not be funded.

When first received, the proposals are screened to ensure they are responsive and complete. The selections committee members review responsive and complete applications. The committee members read the proposals and make the funding recommendations to Bright from the Start. Members of the selections committee are not eligible to solicit funds through this RFP process.

For current or previous Bright from the Start grantees, the selections committee may also review contract documentation such as the monthly programmatic reports, monthly expenditure reports and monitoring reports when making their funding recommendations.

Bright from the Start notifies applicants if the proposals have been selected for funding. Notice of selection to receive a grant award does not constitute approval of the application as submitted. Bright from the Start staff may request additional information. Prior to the actual contract award, Bright from the Start's staff may enter into negotiations concerning such issues as levels of funding and units of service provided. If the negotiations do not result in an acceptable contractual arrangement, the Bright from the Start reserves the right to terminate the negotiations and to decline funding the proposal.

The decision of Bright from the Start is final. No appeals will be considered.

Budget Categories and Definitions

Listed below are examples of acceptable uses of the Child Care and Development Funds. The items have been divided in to the budget categories that align with the budget categories on the Budget Worksheet Form #2 and the Budget Narrative Form #3. Please note, this is not an all-inclusive list of services or items funded by Bright from the Start, but can be used as a guide.

CCR&R applicants may request and receive funds for expenses related to the initiative. Applicants may request and receive funds to pay for salaries, equipment, supplies, client services, etc. as long as the request is for direct costs tied to the proposed initiative. "Direct costs" are those costs/expenses that attach to or touch a "deliverable" in the process of service delivery. Indirect costs are not allowable.

The following chart offers examples of the allowable expenses under each of the budget categories and line items. The chart is provided for definitions only; examples are not all inclusive.

Personnel Services:	
Salaries, Fringe Benefits:	Expenses such as employee wages (hourly and salaried) and employee benefits, health insurance, FICA, etc. Bright from the Start will allow and reimburse up to 31% fringe benefits.
Regular Operating:	
Audit:	Pro-rated share of costs associated with the audit of the program. Refer to the provisions of the Office of Management and Budget (OMB) Circular A-133 (Audits of States, Local Governments, & Non-Profit Organizations) at: http://www.whitehouse.gov/omb/circulars/index.html .
Client Benefits:	Scholarships for child care professionals to attend training, or for mini-grant awards.
Client Transportation:	Gasoline expenses associated with the transportation of clients.
Computer Software:	Software programs necessary to operate the CCR&R.
Consumer Support:	Expenses associated with meetings such as room rental, mini-grants.
Equipment Maintenance:	Costs associated with maintaining equipment.
Insurance/Bonding:	Pro-rated share of the cost associated with insuring a building.
Postage:	Postage costs that are directly related communicating or marketing the available programs and services.
Printing:	Printing costs that are directly related to communicating or marketing available programs and services.
Subscriptions/ Memberships:	Costs associated with educational or professional publications or organizations, if included in the contract.
Supplies:	Materials needed to operate a Child Care Resource and Referral agency and/or material to assist children in the learning process (Parent/provider resources, curricula, books, puzzles, indoor/outdoor play equipment, toys, cribs, etc.).
Equipment:	
Equipment:	Purchase of office equipment and/or computer equipment, if included in the contract and only if each piece of equipment costs less than \$5,000, in whole or part, including the cost of installation.
Travel:	
Travel:	Staff expenses for meals, lodging, and mileage for training/conferences (such as <i>The Art of Technical Assistance</i> training) and/or site visits. Also included would be expenses associated with the rental of a vehicle (for example, to travel to a conference) such as gasoline and rental costs. Note that the Bright from the Start reimburses mileage at 40 cents per mile. State travel regulations, which describe lodging rates and meal allowance, are available on-line at: www.audits.state.ga.us/internet/nalgad/trvlpg.html .

Facility Costs:	
Rent/Utilities:	Pro-rated costs associated with rent, electricity, natural gas, fuel oil, water and sewer services.
Per Diem, Fees and Contracts:	
Per Diem, Fees, and Contracts:	Costs associated with agreements for service delivery evidenced by a written agreement such as for labor, a consultant, web site hosting, technical assistance, an evaluation, or for temporary services such as substitute teachers.
Telecommunications:	
Telephone:	Costs associated with installing or maintaining a telephone line for phone, fax and/or internet use. Note that cell phone reimbursement is limited to \$50 per month per employee based on the employee's actual bill.

Items Not Funded

- **Equipment:** Any single piece of equipment that exceeds \$5,000 (in whole or part, including the cost of installation).
- **Expenses reimbursed** from any other funding source.
- **Indirect Charges:** Flat rates to cover administrative costs that are not attached to the deliverable. Indirect cost can be described in three ways: (1) All costs that are incurred or reportable by an entity that do not tie directly to uniquely identified organization levels such as programs or projects that directly produce the products or services of the entity. (2) All costs that are incurred or reportable which benefit all operations of an organization. (3) Those costs which are incurred or reportable which are not directly incurred in the production or delivery of products or services produced by an entity.
- **Land and/or buildings:** The purchase of land or any type of building.
- **Lodging and meal expenses** that exceed the state rate. State travel regulations are available on-line at: www.audits.state.ga.us/internet/nalgad/trvlpg.html.
- **Major renovations or building projects:** Structural changes to the facility, or the extension of a facility to increase the floor area; or extensive alteration of a facility such as to significantly change its function and purpose, even if such renovation does not include any structural change.
- **Mileage** expenses that exceed \$0.40 per mile.
- **Outdoors:** Landscaping services, yard maintenance, fences, driveway or parking lot paving.
- **Vehicles:** The lease, purchase, or maintenance of a vehicle.

Proposal Instructions and Questions

Please clearly number each question of the proposal. Each response must be numbered and presented in sequential order. *Proposals that fail to address all questions may be dismissed from the review process.* Proposals missing one or more of the required appendices may be dismissed from the review process.

All proposals must be typewritten in a 12-point or larger font, single-spaced. Use one-inch margins and number the pages. Use only white paper and print only on one side of the paper. The forms may be duplicated on your computer, or downloaded in Microsoft Word from the department's web site (www.decal.ga.gov). All of the information must be included and maintained in the original order.

The answers to the proposal questions below should not exceed the page limit designated for each question. Read each section carefully and respond to each question. Complete the **Proposal Cover Form # 1 on pages 32**. This will also serve as the cover form for the original and each of the four originals and 3 CD versions of the proposal you submit to Bright from the Start.

- 1. Describe how the CCR&R will provide services including base of operation and specifically, how services will be provided throughout the entire region.**
- 2. Designate the current or intended Administrative Home for the CCR&R agency. (One-page limit.)**
 - Describe the mission of the Administrative Home and how the community-based CCR&R services relate to that mission.
 - Outline in detail how CCR&R services will coordinate, compliment or enhance existing program services.
 - Describe where the CCR&R services will fit within the Administrative Home organization. **Attach an organizational chart as Appendix A of your application that shows this.**
 - Identify the position, and name of the individual, if known, within the Administrative Home who will be responsible for managing the contract and ensuring the requirements for CCR&R services will be met. Identify the position, and name of the individual, if known, who will be responsible for evaluating these services and staff performance.
- 3. Provide a statement of need and a profile of the region that the CCR&R serves or plans to serve. (Two-page limit.)**
 - Include, at a minimum, the type and amount of out-of-home care available in the region (numbers of child care learning centers, family and group day care homes), geographic and demographic information, specific regional needs, and any identified service gaps.
 - The statement of need should be specific enough to provide the background information needed to understand the applicant's approach to providing services, any staffing needs, and other funding requests included in this application. (Example: Are there waiting lists for child care programs interested in receiving technical assistance?)

4. Review each item in the “Description of Services” #1-3 on pages 8-13 and the “Measurable Goals” pages 13-19. Describe the services to be offered and explain how the proposed CCR&R staff positions will be used to deliver the services and achieve all measurable goals. **(Eight-page limit.)**
 - Improve the quality of child care through the provision of high-quality technical assistance and training to early child care and education professionals and child care providers;
 - Promote and support the system of early care and education and school age care through consumer education, referral, marketing and outreach; and
 - Collect and analyze and report all data collected from program activities to support recommendations related to strengthening the system of quality child care and ensuring that region-specific child care needs are accurately identified.
5. Provide an accreditation achievement plan. **(Two-page limit.)**
 - Submit a detailed plan outlining how annual accreditation targets will be achieved. The plan must be specific and must include quarterly projections based on the annual targets identified in the “Measurable Goals” section, page 13 of this RFP.
 - Plan must include strategy for outreaching and providing technical assistance to a minimum number of providers in each region, as specified in the table below, who meet or exceed basic licensing/regulatory standards and are interested in improving quality.

Region	# of Providers
Region 1	121
Region 2	154
Region 3	111
Region 4	126
Region 5	126
Region 6	102
Total	740

6. Provide a transition plan. **(Two-page limit.)**
 - Submit a detailed transition plan outlining how the new Administrative Home will work with the existing Administrative Home to ensure that the CCR&R services continue seamlessly in the region.
 - The transition plan should specifically address the tasks/activities, timeline, and persons/positions responsible for the transition.
7. Submit a 12-month detailed marketing plan to promote public awareness of the CCR&R services in your region. List the person (or position) responsible and projected completion date for each task. **(One-page limit.)**
8. Complete the **Budget Worksheet Form #2**. Complete the Budget Worksheet on page 34. Refer to the “Budget Categories and Definitions” on page 25 and the “List of Items Not Funded” on page 31. **The budget request must relate to the services the CCR&R will provide during the 12-month grant period.** The Budget Worksheet should include any

additional funds available for this initiative as well as funds requested from Bright from the Start. New applicants should submit a projected budget for start-up.

9. Complete the **Budget Narrative Form #3**, describing how you will expend funds in the various budget categories (refer to the “Budget Categories and Definitions” and “Items Not Funded,” pages 25-27.) **This budget narrative should be comprehensive, describing in detail your intended use of the funds to carry out required services of the contract.** Include quality improvement services, inclusion services, professional development services, etc. **Duplicate or expand the Budget Narrative form as needed to list all items/services to be purchased with the funds requested.** New applicants should submit a projected budget for start-up.
10. **List the members of your advisory committee (Appendix B of your application).** Include their professional or personal affiliations that were important in the decision to include them as members. Applicants must have an advisory committee in place by the end of the first quarter of the contract.
11. **List the CCR&R personnel structure (Appendix C of your application.)**
 - Provide job descriptions for each position on staff.
 - Attach resumes for staff.
 - Detail work schedules of each staff member (days/hours working), salaries, and benefits for each staff member.
12. **Each CCR&R must offer *state approved* training to child care providers in the region** that are approved by the Georgia Child Care Training Approval System (www.training.decal.state.ga.us) and/or training that is *state accepted* as defined by the Training Approval System training. In **Appendix D**:
 - Provide copies of the training approval certificates from the Georgia Training Approval System for each CCR&R staff member who conducts *state-approved* trainings.
 - Provide a list of staff who deliver *state-accepted* training with the titles of these trainings and the number of hours awarded to training participants who attend each of the trainings.
 - **Submit a plan** describing the CCR&R staff positions that will be designated to deliver state-approved training, the types of core training CCR&R staff will offer, and the timeline for obtaining training approval certificates. (**Appendix D**).
13. Submit a copy of your **organization’s annual operating budget** for fiscal year 2009 (**Appendix F**).
14. Submit a copy of your **Articles of Incorporation**, if applicable, (**Appendix G**).
15. Submit a copy of **non-profit status 501(c) (3)**, if applicable, (**Appendix H**).
16. Submit copies of **cooperative agreements, contracts**, etc. as applicable, (**Appendix I**).

17. If requesting rent in the Budget, **submit a letter from a Real Estate Appraiser** providing justification for the amount requested (**Appendix J**).
18. Enclose a copy of the **organization's most recent annual audit** (**Appendix K**).
19. Read and complete the *Certified Assurances* form on pages 36. Proposals will not be considered for funding if the *Certified Assurances* form is missing or incomplete.
20. Read and complete the *Authorization and Contract Information* form on page 38. Proposals will not be considered for funding if the *Authorization and Contract Information* form is missing or incomplete.
21. Complete the **Child Care Resource and Referral Proposal Checklist Form #6**, page 39.

**Child Care Resource and Referral Administrative Home
Proposal Cover (Form #1)**

A. Administrative Home Applicant Agency (Name, Address, Telephone, Fax, E-mail)	B. Official Authorized to Sign Proposal (Name, Title, Address, Telephone, Fax, E-mail)
	Signature _____
C. Proposed Director (Name, Title, Address, Telephone, Fax, E-mail)	D. Financial Officer (Name, Title, Address, Telephone, Fax, E-mail)
E. Proposed Initiative Costs Funds Requested \$ _____ Other Available Funds \$ _____ In-Kind \$ _____ Total Cost \$ _____	F. Type of Agency (check one) <input type="checkbox"/> Non-Profit <input type="checkbox"/> For-Profit <input type="checkbox"/> Member of the Board of Regents <input type="checkbox"/> Board of Education <input type="checkbox"/> Public (County or State Government) <input type="checkbox"/> Individual <input type="checkbox"/> Board of Health <input type="checkbox"/> Other <i>Please Specify:</i> _____
G. Name of CCR&R Program Child Care Resource and Referral Agency of _____ at _____	H. Federal Employee Identification Number (FEIN)
I. Geographic area to be served, target population, and estimated numbers impacted:	

J. Please include ALL revenue sources for the most recent 12 month period (January 2008 – December 2008). List the total dollar amount and the percentage of total annual program revenue from each source.

Categories of Funding of Current Revenue Sources	Annual Revenue Amount	Percentage of Total Annual Revenue
Bright from the Start: Georgia Department of Early Care and Learning	\$	%
Charitable Contributions	\$	%
DHR Contract(s)	\$	%
Fees	\$	%
Foundations	\$	%
Investor Capital	\$	%
Other Federal Funds (Specify)	\$	%
Other (specify):	\$	%
Other State Contracts/Funding	\$	%
United Way	\$	%
TOTAL BUDGET	\$	100%

K. If applying to other organizations for funding of this proposed initiative, but have not yet received notification of funding, please list the organizations and the amount of the request:

**Budget Worksheet
(Form #2)**

Budget Categories	Allowable Expenses	Contract Funds Requested	Other Funds for Initiative (include in-kind)	Total Cost of Proposed Initiative
Personnel Services:	Salaries	\$	\$	\$
	Fringe Benefits	\$	\$	\$
Regular Operating:	Audit	\$	\$	\$
	Client Benefits	\$	\$	\$
	Client Transportation	\$	\$	\$
	Computer Software	\$	\$	\$
	Consumer Support	\$	\$	\$
	Equipment Maintenance	\$	\$	\$
	Insurance/Bonding	\$	\$	\$
	Postage	\$	\$	\$
	Printing	\$	\$	\$
	Subscriptions/Memberships	\$	\$	\$
	Supplies	\$	\$	\$
	Training and/or Conference	\$	\$	\$
	Equipment:	Computers, Office Furniture	\$	\$
Travel:	Mileage, Meals, Lodging	\$	\$	\$
Facility Costs:	Rent, Utilities	\$	\$	\$
Per Diem, Fees, and Contracts:	Per Diem, Fees and Contracts	\$	\$	\$
Telecommunication:	Telephone, Fax, Internet	\$	\$	\$
Total Funds Requested:		\$	\$	\$

Budget Narrative (Form #3)

Funding Category	List the total amount requested in each category with a <u>detailed</u> explanation of how the funds will be used. Be as <u>specific</u> as possible. For example, if requesting a salary of \$8,000, include information such as: "\$8,000 total funds requested for a new administrative assistant at \$8.00 an hour for 20 hours per week for 40 weeks plus fringe benefits of 25%=\$1,600." Also include justification for any requested fringe benefits (e.g. 7.65 % FICA, 10% health insurance, and 7.35% employee retirement). Please include in your narrative information that describes the in-kind services valued on your budget worksheet.
-------------------------	---

Personnel Services:	Total Amount Requested \$ _____
Regular Operating:	Total Amount Requested \$ _____
Travel:	Total Amount Requested \$ _____
Equipment:	Total Amount Requested \$ _____
Facility Costs:	Total Amount Requested \$ _____
Per Diem, Fees, & Contracts:	Total Amount Requested \$ _____
Telecommunications:	Total Amount Requested \$ _____
Total Requested for Initiative \$ _____	

Duplicate or expand this form as needed to describe, in detail, your intended use of the funds to carry out required services of the contract.

**Certified Assurances
(Form #4)**

If selected to receive a Child Care Resource and Referral Administrative Home contract:

1. The applicant agrees to submit monthly financial and progress reports indicating activities undertaken, expenditures, and overall progress of the proposed initiative. A final report is required to be submitted at the end of the proposed initiative period. The final report will include evaluation data necessary to verify the success of the proposed initiative.
2. The applicant agrees that financial accounting, auditing, monitoring and other evaluation procedures will be used to assure fiscal accountability.
3. The applicant agrees to participate with any follow-up evaluations and/or surveys conducted in order to evaluate the success of the proposed initiative. These evaluations/surveys could occur after the contract termination date.
4. The applicant certifies that the program described in this application meets all the requirements, all the information is correct, there has been appropriate coordination with affected agencies, and that the applicant will comply with all of the provisions of the federal Child Care and Development Funds and all applicable laws.
5. The applicant understands and agrees: a) that funds received are to be expended only for the purpose and activities covered by the applicant's approved proposal and budget, and b) that the grant may be terminated at any time by Bright from the Start if the applicant fails to comply with the provisions of the Child Care and Development Fund, Bright from the Start or any of the certified assurances listed above.
6. The applicant agrees that if deliverables are not met during the contract period, repayment of funds to Bright from the Start could be required.
7. The applicant understands that proposals may be partially funded based on the evaluation and recommendations from the selections committee. Therefore, the applicant may be asked to modify the proposal and budget to match the funds awarded.
8. The applicant agrees that funds will be expended prior to June 30, 2010.
9. The applicant understands that payments will be made by Electronic Funds Transfer (EFT).

Certification: I certify that I have read and reviewed the above assurances and will comply with all provisions of the Child Care and Development Funds (CDFA # 93.575) and all other applicable federal, state, and local laws.

Signature (Authorized Person)

Date

Typed or Printed Name

Title

Mailing Address & Street Address (if different)

City

State

Zip Code

()

Telephone Number

()

Fax Number

E-mail Address

Authorization and Contract Information
(Form #5)

Authorization: (Must be completed by an individual authorized to sign financial transactions and legal documents.)

The undersigned confirms that the applying group or organization meets the criteria described in the Bright From the Start: Georgia Department of Early Care and Learning Request for Proposal; has provided accurate information regarding the program described in the proposal; and will meet contractual requirements if awarded a contract.

1. Original Authorized Signature: _____

Printed Name: _____

Title of Authorized Signer: _____

Date: _____

Telephone Number: () _____

Fax Number: () _____

E-Mail Address: _____

2. Legal Name of Applicant: (**Exactly** as it appears on the Articles of Incorporation or **exactly** as it appears on the 501(C)(3) letter, if applicable)

3. Legal Address of Applicant: (Must be a physical street address **exactly** as it appears on Articles of Incorporation or **exactly** as it appears on the 501(C)(3) letter, if applicable)

4. FEIN: (Federal Employee Identification Number or Social Security Number for individuals)

5. Organization's Fiscal Year Beginning and End:

_____/_____/_____ to _____/_____/_____
Month Day Year Month Day Year

**Child Care Resource and Referral Proposal Checklist
(Form #6)**

- _____ 1. Child Care Resource and Referral Administrative Home Proposal Cover (Form #1)
- _____ 2. Narratives addressing all the questions on pages 27-31.
- _____ 3. Budget Worksheet (Form #2)
- _____ 4. Budget Narrative (Form #3)
- _____ 5. Certified Assurances (Form #4)
- _____ 6. Authorization and Contract Information (Form #5)
- _____ 7. Child Care Resource and Referral Proposal Checklist (Form #6)

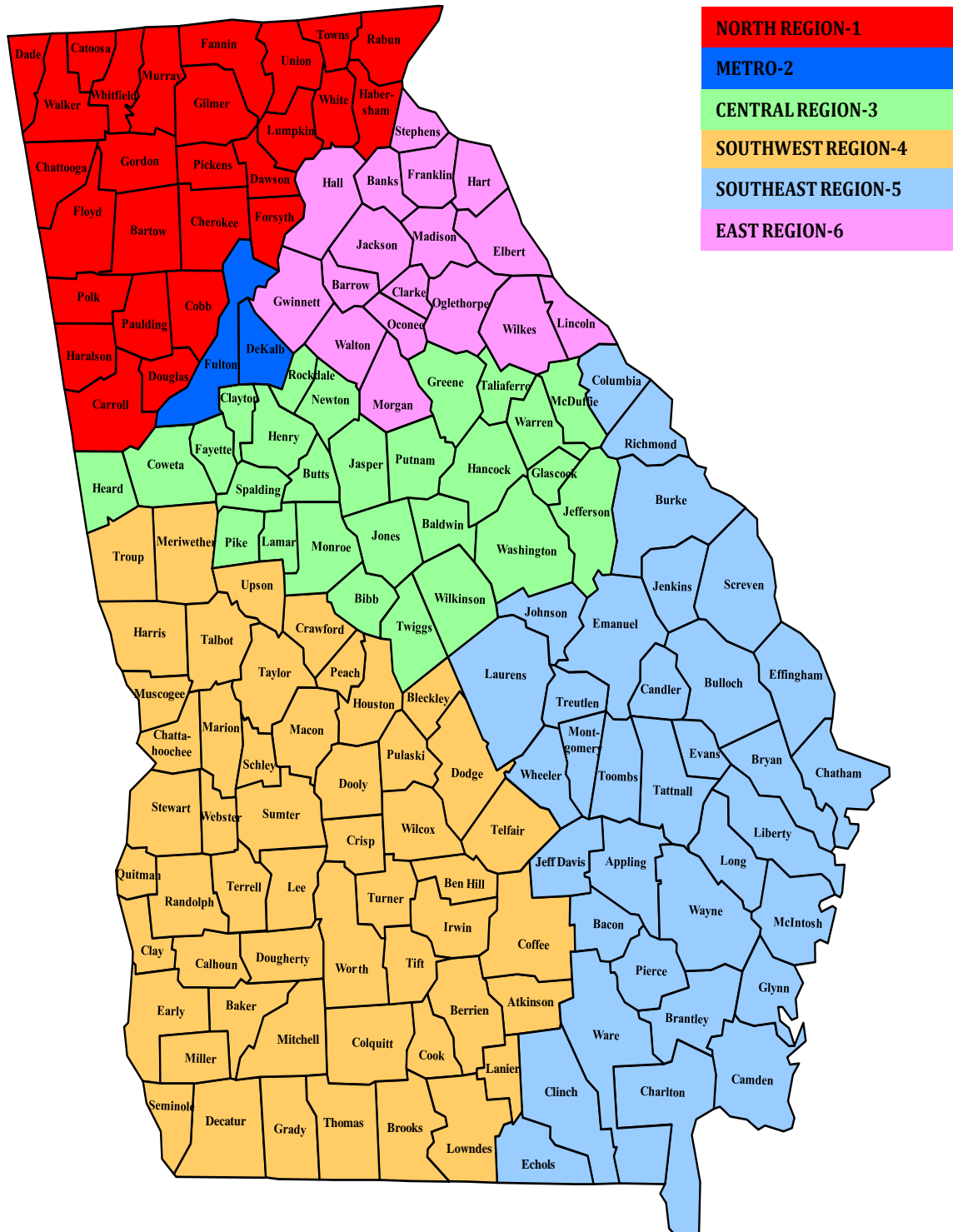
Appendices

- _____ A. Administrative Home Organizational Chart
- _____ B. Advisory Committee Member List-Established or Proposed
- _____ C. CCR&R Personnel Structure, Job Descriptions, Resumes for Current Staff, Hours/Days of Employment, Salaries & Benefits
- _____ D. State-Approved Training Certificates, State Accepted Training list, Professional Development Plans or Training Plan (New Applicants)
- _____ E. Letters of Collaboration or Support
- _____ F. Organization's Annual Operating Budget
- _____ G. Articles of Incorporation, if applicable
- _____ H. Non-profit determination letter 501(c)(3), if applicable
- _____ I. Cooperative agreements, Contracts etc., if applicable
- _____ J. Letter from Real Estate Appraiser, if rent is requested
- _____ K. Annual Audit

Signature of Application Contact Person

Date

Child Care Resource & Referral Regions Effective July 1, 2009



CHILD CARE RESOURCE AND REFERRAL AGENCY STATEWIDE REGIONAL MAP		
Region Number	Name	Counties Served
1	Child Care Resource and Referral North Region	Bartow, Carroll, Catoosa, Chattooga, Cherokee, , Cobb, Dade, Dawson, Douglas, Fannin, Floyd, Forsyth, Gilmer, Gordon, Habersham, Haralson, Lumpkin, Murray, Paulding, Pickens, Polk, Rabun, Walker, Whitfield, Towns, White, Union
2	Child Care Resource and Referral Metro Region	DeKalb, Fulton
3	Child Care Resource and Referral Central Region	Baldwin, Bibb, Butts, Clayton, Fayette, Greene, Hancock, Henry, Jasper, Jefferson, Jones, Monroe, Putnam, Twiggs, Wilkinson, Newton, , Rockdale, , Coweta, Heard, Lamar, Pike, Spalding, Glascock, , McDuffie, Taliaferro, Warren, Washington
4	Child Care Resource and Referral Southwest Region	Atkinson, Baker, Ben Hill, Berrien, Bleckley, Brooks, Calhoun Chattahoochee, Clay, Coffee, Colquitt, Cook, Crawford, Crisp, Decatur, Dodge, Dooly, Dougherty, Early, Grady, Harris, Houston, Irwin, Lanier, Lee, Lowndes, Macon, Marion, Meriwether, Miller, Mitchell, Muscogee, Peach, Pulaski, Quitman, Randolph, Schley, Seminole, Stewart, Sumter, Talbot, Taylor, Telfair, Terrell, Thomas, Tift, Troup, Turner, Upson, Webster, Wilcox, Worth
5	Child Care Resource and Referral Southeast Region	Appling, Bacon, Brantley, Bryan, Bulloch, Burke, Camden, Candler, Chatham, Charlton, Clinch, Columbia, Echols, Effingham, Emanuel, Evans, Glynn, Jeff Davis, Jenkins, Johnson, Laurens, Liberty, Long, McIntosh, Montgomery, Pierce, Richmond, Screven, Ware, Tattnall, Toombs, Treutlen, Wayne, Wheeler
6	Child Care Resource and Referral East Region	Banks, Barrow, Clarke, Elbert, Franklin, Gwinnett, Hall, Hart, Jackson, Lincoln, Madison, Morgan, Oconee, Oglethorpe, Stephens, Walton, Wilkes

CHILD CARE RESOURCE AND REFERRAL REGIONAL DATA

CCS Model 9	# Counties	% Counties	# Center	# Group	#Family	Total	%	# Non- Compliant	% Non- Compliant	Accreditation	Percentage of Accreditation	Percentage of Sites Accredited
Region 1	27	16.98%	637	26	792	1455	16.70%	177	18.93%	64	17.11%	4.40%
Region 2	2	1.26%	724	20	1124	1868	21.45%	202	21.60%	127	33.96%	6.80%
Region 3	27	16.98%	473	26	862	1361	15.63%	206	22.03%	48	12.83%	3.53%
Region 4	52	32.70%	502	82	792	1376	15.80%	70	7.49%	43	11.50%	3.13%
Region 5	34	21.38%	456	88	927	1471	16.89%	161	17.22%	47	12.57%	3.20%
Region 6	17	10.69%	440	35	704	1179	13.54%	119	12.73%	45	12.03%	3.82%
Total	159	100%	3232	277	5201	8710	100.00%	935	100.00%	374	100.00%	

State	# Counties	% Counties	# Center	# Group	#Family	Total		# Non- Compliant		Accreditation	Percentage of Accreditation	Percentage of Sites Accredited
	159		3232	277	5201	8710		935		374		4.29%